

**Emergency and Rapid Response Services (ERRS) for EPA Region V RFP No. PR-R5-02-10006**

**QUESTIONS AND ANSWERS**

***1. Is the \$500K for one year or for the whole five years?***

RESPONSE: The 500K represents the minimum that will be ordered under the contract. The maximum value of the contract will be determined at the time of contract award. See contract Clause B.11.

***2. Is the contractor required to have a dedicated team for response?***

RESPONSE: No

***3. How many (on average) oil and how many hazardous sustenance's responses will the contractor be expected to take per year?***

RESPONSE: The amount of responses cannot be determined. The contractor shall take any response action, under the direction of the Ordering Officer consistent with the terms and conditions of the contract. See Statement of Work.

***4. Will the contractor have to be prepared to deal with weapons of mass destruction?***

RESPONSE: Yes, would include responses to chemical, biological, and radiological materials.

***5. Will EPA furnish any special equipment to the contractor to deal with terrorist attacks?***

RESPONSE: No, we expect the offeror to provide equipment for normal hazardous material responses including Level A, B, and C Personal Protective Equipment (PPE).

***6. Will the proposal due date be extended past January 31, 2003?***

RESPONSE: Yes, the Solicitation will be amended. As a result the date will be extended.

***7. Section B - Supplies or Services and Prices/Costs***

***What SCA category should be used for the cleanup technician? For example, should we use "environmental technician" for cleanup technician and "laborer"***

**for non-40 hour laborer? Also, what SCA category should be used for the field cost administrator?**

RESPONSE: A cleanup technician is a laborer who has successfully completed the 40-hour OSHA health and safety training and who meets the annual 8-hour refresher training requirement. The cleanup technician and field cost administrator are covered by the SCA Nationwide Wage Determination - Midwest Region.

<u>Contract Description</u>	<u>SCA Wage Determination</u>
Clean-up Technician	Laborer
Field Cost Administrator	Accounting Clerk IV

**8. B.2-9 (Fixed Rates): How do these labor categories cross-reference to labor categories in the Service Contract Act?**

RESPONSE: The following positions are covered by the Service Contract Act Nationwide Wage Determination - Midwest Region. The Wage Determination will be added into the solicitation by amendment.

<u>Contract Description</u>	<u>SCA Wage Determination</u>
Clean-up Technician	Laborer
Equipment Operator	Heavy Equipment Operator
Field Cost Administrator	Accounting Clerk IV
Truck Driver	Truck Driver, Medium
Radiation Specialist	Environmental Technician
Site Safety	Environmental Technician

The following positions are covered by the Service Contract Act local Wage Determination for the applicable State/County.

<u>Contract Description</u>	<u>SCA Wage Determination</u>
Laborer/Non 40 Hour	Laborer under the General Services
Support Occupation Code 11180	
Computer Operator	Drafter III under the heading
Technical Occupation Code 29063	

**9. Please provide a more detailed description of the first equipment CLIN (Truck-Boom-2 ton) and what it is to be used for.**

RESPONSE: An example of use would be loading and unloading pallets.

**10. Does the EPA intend to have a task order that is issued as a rapid response remain a rapid response action for the duration of that task order? Or, would EPA**

***change a task order requirement from a rapid response action to a normal response action when the emergency nature of that task order has been successfully addressed?***

RESPONSE: A rapid response will be initially issued as a rapid response task order with the applicable rates, however at the discretion of the PO/CO once the immediate threat of the rapid response has been mitigated, a determination will be made whether the remainder of the work will be completed as a normal response action.

**11. B.12(a)(1) The fixed rates for labor, equipment, and other items specified in the Section B clauses...are inclusive of all expenses, including report preparation, salaries, overhead, general and administrative expenses, all levels of personal protection as outlined in Section C clause entitled PERSONAL PROTECTIVE EQUIPMENT, subparagraphs (c),(d),(e),(f).**

***The referenced subparagraphs describe both consumable and non-consumable protective equipment for all four levels of personal protection. Each level of personal protection has different implementation costs associated with it. Each task order that will be issued under this Contract will dictate the level of protection that will be necessary to protect the contractor's employees. The personal protection cost variable, which is to be included in the fixed rates, cannot be precisely determined without data. Our historical data in EPA Region V show that consumable protection costs alone range from \$4 to \$9 per labor hour. Can EPA provide historical PPE usage data (e.g., average number of dressouts, respirator cartridge changes/day, Tyvek swaps, percent Level B vs. Level C)? A baseline or "quantity" for these materials (PPE) will minimize the subjectivity in costing this unknown cost variable.***

RESPONSE: Historical PPE usage data is not indicative of future requirements. The contractor must be prepared to make available all levels of PPE for any response and therefore the costs shall be included in the fixed hourly rates or accounted for in the indirect rates in accordance with the contractor's accounting system.

**12. B.12(c) Travel**

***Will travel costs (per diem, lodging, transportation) incurred by the Point-Of-Contact in support of a task order be an allowable direct cost under this contract?***

RESPONSE: The offeror shall charge for travel costs incurred by the Point-Of-Contact in accordance with the contractor's accounting system.

**13. B.12(g)(4) ...For any individual Task Order which is of unusual magnitude or circumstances, the contractor may request the Contracting Officer to approve**

**direct reimbursement of a specific item for that Task Order only.**

***What is the definition of: “unusual magnitude or circumstances?”***

RESPONSE: These situations will handle on a case by case basis. The contractor must make a sound business decision on which cases would be presented to the CO for approval. The CO will then make a determination on whether there will be a direct reimbursement.

**14. B.12(g)(4) these items are not allowable as a direct charge to the contract or task order: Coveralls and Gloves (excluding chemical resistant)**

***Can we bill chemical resistant coveralls and gloves as a direct charge?***

RESPONSE: Yes

**15. L.16(e)(1)(b) RFP Sections B through I, the offerors proposed prices inserted in the appropriate blank spaces**

***Will the EPA allow Contractors to recreate Schedule B and submit a hardcopy of proposed cost from an electronic spreadsheet with the same format as Schedule B?***

RESPONSE: Yes, as long as all information is included.

**16. L.16(g)(1)(a) The offeror shall submit past performance information in accordance with the Section L provision entitled PAST PERFORMANCE INFORMATION (EPAAR 1552.215-75). The offeror shall complete the top portion of the Past Performance Questionnaire (Attachment 8) for each reference and include it as part of this submission, or the offeror may provide a list of references with current Point of Contacts; Phone Number, e-mail address and fax number, a minimum of 20 references will be acceptable.**

***Are the 20 references (minimum) in addition to the contracts (and references) required in Section L.25(b)? If additional, are 20 additional references required for any proposed subcontractors for subcontracts expected to exceed \$500,000? If not additional, will the listing provided in response to L.25(b) be sufficient if we add the fax numbers?***

RESPONSE: As long as the requirements of L.25(b) are met, the 10 references can be inclusive of the 20 references required in L.16(g)(1)(a). The submissions should be separate and submitted in accordance with each clause.

**17. Section L.16(g) (Volume III – Business Proposal – Technical), Paragraph (b)**

requests resumes and Letters of Intent for “key personnel.” In Section H.24 (Key Personnel); Section J, Attachment 1 (Statement of Work), Exhibit A (Key Site Personnel); and Section J, Attachment 1 (Statement of Work), Exhibit B (Personnel Qualifications); the following different definitions of “key personnel” are provided:

**H.24      x      J.1 Exhibit A   x   J.1 Exhibit B   x**

Program Manager   Program Manager   Program Manager

Response Manager   Response Manager   Response Manager

T&D Coordinator   T&D Coordinator   - - -

- - -           Chemist           Chemist

- - -           Site Safety Officer   Site Safety Officer

***For which key personnel positions does EPA request resumes and Letters of Intent?***

RESPONSE: Offerors shall submit resumes for key personnel in accordance with clause H.24, Key Personnel. Clause L.16 will be amended to reference the key personnel clause.

## **18. L.16 Instructions for Preparation of Proposals**

### **Volume I – Pricing Proposal**

***The Conflict of Interest Plan is referred to in Section L.20 to be submitted with the Price Proposals, however it’s also requested in Volume II – Business Proposal – Plans, should a copy be placed in both places? If not, which volume should it be in?***

RESPONSE: The Conflict of Interest Plan shall be submitted along with your pricing proposal. The COI Plan will be submitted as part of Volume II - Business Proposals - Plans.

***19. The following disciplines are listed on the price tables, however no description of duties and/or qualifications are given for them in the Statement of Work: Construction Inspector, Electrician, Computer Operator, Hydrogeologist, Industrial Hygienist/Site Safety Inspector, Radiation Specialist, Diver Supervisor, Diver Tender, or Diver. Please provide descriptions as applicable.***

RESPONSE: Only the key personnel's descriptions of duties and/or qualifications are provided for the purposes of clarifying the minimum qualifications and experience. The definitions are not listed to cover all disciplines in the schedule.

## **20. Volume II – Business Proposal - Plans**

***Section L.16 (f)(1)(d) – Professional Employee Compensation Plan, references a Section L provision entitled, EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES, however, there is no section here, please clarify.***

RESPONSE: The solicitation will be amended to include the Section L provision for Evaluation of Compensation For Professional Employees. See FAR 52.222-46

## **21. Volume III – Business Proposal - Technical**

***Section L.16 (g)(1)(b) - Will there be a limit on the number of resumes required for each of the Key Personnel positions? For example, are you expecting to see enough resumes for the two Response Manager positions to cover the base hours in the RFP Section B? That would be about 20 or so resumes just for those two positions.***

RESPONSE: No, there will not be a limit on the number of resumes only the number of pages.

***22. For resume submittal purposes what disciplines is the EPA including as “Key Personnel”, for example in Section H of the RFP the T&D Coordinator is listed as “Key Personnel”, but in the Statement of Work (Personnel Qualifications), this position is listed under “Other On-Scene Personnel”? And how many resumes for each of the key positions are required?***

RESPONSE: Offerors shall submit resumes for key personnel in accordance with clause H.24, Key Personnel. Clause L.16 will be amended to reference the key personnel clause.

***23. Section L.16 (g)(1)(c) SDB Participation - Is this Plan required if the offeror is a Small Business?***

RESPONSE: L.16 (g)(1)(c) states that offerors shall submit information in accordance with Section L provision entitled Small Disadvantaged Business Participation Program. This provision is L.30 and the required information shall be submitted by all offerors pursuant to that provision.

L.16 (f)(1)(e) requires submission of a Subcontracting Program Plan for Utilization of

Small Business and Small Disadvantaged Business Concerns in accordance with Section L provision entitled the same. This provision is L.32 and does not apply to small business concerns.

#### **24. Volume V – Oral Presentation Information**

***May the offeror provide (use) flip charts during the Scenario presentation also for additional explanation?***

RESPONSE: No

***25. There is a discrepancy on the submission of transparencies. Volume V - Oral Presentation Information states "Double-sided copies of the transparencies must be provided", while not impossible would make them illegible and not very presentable when returned for us to use in the presentation as this paragraph later states. Section L.17.6.a establishes more reasonable guidelines for the transparencies.***

RESPONSE: Double-sided copies of transparencies refers to the six (6) sets of paper copies that must be provided to the Government.

**26. L.17(6)(a) Offers shall use 8 and ½ inch by 11 inch overhead transparencies (A PowerPoint presentation is acceptable also) to provide visual support for their presentation...The Government will provide a transparency viewer.**

***Please clarify what is meant by "A PowerPoint presentation is acceptable also." If PowerPoint is used, does the Government want a CD copy of the presentation included with the proposal? Will the offeror be able to bring and use its own presentation projector for a PowerPoint presentation?***

RESPONSE: Yes, PowerPoint presentations will be allowed. The offeror must submit the presentation slides on cd. The Government will furnish the PowerPoint slide cd to the presenters immediately before the start of the presentation. The offeror may bring their own projector for the presentations.

***27. L.17 (Oral Presentations), (4) (Topics), (c) (Pop Quiz) and (d) (Question and Answer Session): These two events appear to be identical except for the time limits and the limit on the number of questions during the Pop Quiz. Are there any other differences between these two events?***

RESPONSE: Only a pop quiz will be given, the solicitation will be amended to delete the question and answer session.

**28. L.17 (Oral Presentations), (6) (Presentation Media): Paragraph (a) states that**

***“a PowerPoint presentation is acceptable also.” Does this mean that an offeror may use a PowerPoint presentation projected from a computer onto the***

***screen, instead of using “hardcopy” overhead transparencies projected onto the screen via an overhead projector?***

RESPONSE: Yes.

**29. Section L.24 (General Financial and Organizational Information): Is this the same information requested in L.16(h)(1)(a) (Financial Information) for inclusion in Volume IV – Other Written Information?**

RESPONSE: The current financial statement in L.16(h)(1)(a) is the same as required in L.24(s).

**30. L.25(a) Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors for subcontracts expected to exceed \$500,000.00.**

***Is that subcontracts expected to exceed \$500,000 per year or over the life of the contract?***

RESPONSE: Past Performance information must be submitted for subcontracts that expected to exceed \$500,000 for the duration of the contract.

**31. Attachment 1 (Statement of Work) I.B.8 Normal Response: 24-48 hour response time. The contractor is required to be en route within two hours and arrive at the site no later than twelve (12) hours from receipt of a written or verbal tasking order.**

***Please clarify the response time requirements (en route and on site) for a normal response.***

RESPONSE: Normal Response: 24-48 hour response time. The contractor is required to respond within forty-eight (48) hours from receipt of a written or verbal tasking order. The solicitation will be amended to correct this definition.

**32. Attachment 1 (Statement of Work) I.B.9 Rapid Response: The contractor is required to arrive at the site no later than: (a) two (2) hours of receipt of a written or verbal tasking...**

**AND**

RESPONSE: I.B.9. is correct as written.



**33. Attachment 1 (Statement of Work) II.A.11 Response Times For emergency response...the contractor will be required to be en route within two hours and arrive at the site no later than twelve (12) hours from notification.**

***Please clarify the response time requirements (en route and on site) for a rapid/emergency response.***

RESPONSE: This paragraph will be revised to reflect the correct response times for rapid response and normal response.

**34. Attachment 1 (Statement of Work) Exhibit B (Personnel Qualifications) D. Site Safety Officer Qualifications 1. A Certified Industrial Hygienist with two years (2) of on-scene experience in oil, petroleum, and hazardous substance response and cleanup actions.**

***A CIH will probably have a master's degree and many more years of experience than required for a site-level safety officer, as well as a significantly higher pay rate. Is it EPA's intention to require ABIH certification (CIH) for Site Safety Officers?***

***Section J, Attachment 1 (Statement of Work), Exhibit B (Personnel Qualifications), D (Site Safety Officer Qualifications): Paragraph 1 specifies that a Certified Industrial Hygienist (CIH) certification is required of for each Site Safety Officer. This requirement is unprecedented in the industry – historically, a CIH certification is required of the program-level Health and Safety Manager, but not at the site-level Site Safety Officer. Is Region 5 sure that it wants to require a highly trained (and expensive) CIH to be on-site to manage safety at each ERRS task order site?***

RESPONSE: Will be clarified in the amendment.

**35. Statement of Work**

***The following disciplines are listed in the Statement of Work as key or site personnel, however are NOT listed price tables: Engineer, Explosive Specialist, Lab Technician, and Geologist. Should they be?***

RESPONSE: These disciplines are included for qualification purposes only. If the Government requires and the Contractor provides labor categories for which fixed rates have not been established, a fixed rate shall be negotiated and thus modified into the contract.

**34. Scenario 1: General Questions:**

*Is there any fire? Will we coordinate with local authorities?  
 How far away is the closest dwelling, housing, business?  
 What types of business are within 1 mile of the derailment?  
 Are there any other possible sources of ignition, such as unoccupied pump houses, within 1 mile of the derailment?  
 Has an evacuation taken place? If so, how large?  
 Where is the closest trauma center?  
 What is the status and readiness of the fire service on site.  
 What is the size of the 'local community'? (equipment and material availability)  
 The description says that one material has leaked into 'the wooded wetlands' and that another material is leaking into 'nearby fields and ditches'. What is the terrain like? Rolling hills, flat grassland, heavily wooded?  
 Are there any waterways close to the site?  
 What is the current weather, and forecast for the next week? (for both parts of the Scenario)  
 What time of year? Is there any accumulated snow on the ground? (for both parts of the Scenario)  
 What is the relationship of each car and the locomotive to each other?  
 Are the cars stacked up as is typical in a derailment?  
 Are there any underground pipelines that typically run with rail structures?  
 Is the rail structure at grade or elevated?*

**Questions relative to the Vinyl Chloride Car:**

*How much material was shipped in this 20,000-gallon capacity car?  
 Is the material in a gaseous form or is it stabilized or inhibited?  
 If stabilized, what is it stabilized with?  
 What is the rate of leakage?  
 What are the size, shape, and location of the 'hole'?  
 What is the relationship of the point of leakage to the ground? Is the leak accessible?  
 What is the condition of the valves on the car? Are they accessible?  
 How is the car sitting? Is it upright? On it's side?  
 How much pressure is the car under?*

**Questions relative to the LPG car:**

*How is the car sitting in relation to the ground? Is it upright? Are the valves exposed?  
 What is the condition of the valves on the car?  
 Can we get a description of the severe damage to the car?*

**Questions relative to the locomotive:**

*It has a 5000-gallon capacity, how long ago had it been fueled?  
 How is the locomotive sitting?  
 Where is the hole in the fuel tank?*

***Has it lost all of its fuel?***

***Scenario 2: General Questions:***

***States there are two suspected hot zones, but only requests source reduction for the hospital in task # 3. Will they expect the response to isolate both areas as part of task # 2, or are we only responding to the hospital in this scenario?***

***L.17(4)(b)(3) Scenario 2***

***Questions: There is no directive to decontaminate the train station. What actions are to be taken at the train station? Just isolation?***

***Will workers receive vaccinations or will antibiotics be used? What is Region Vs policy on this?***

RESPONSE: We are currently evaluating the scenarios. All questions were taken into consideration with respect to refining the quality of the scenarios. While we intend to enhance the quality, all questions may not be addressed. The offeror will be required to make some assumptions in answering the scenarios to show the approach to both the short-term and long-term responses.